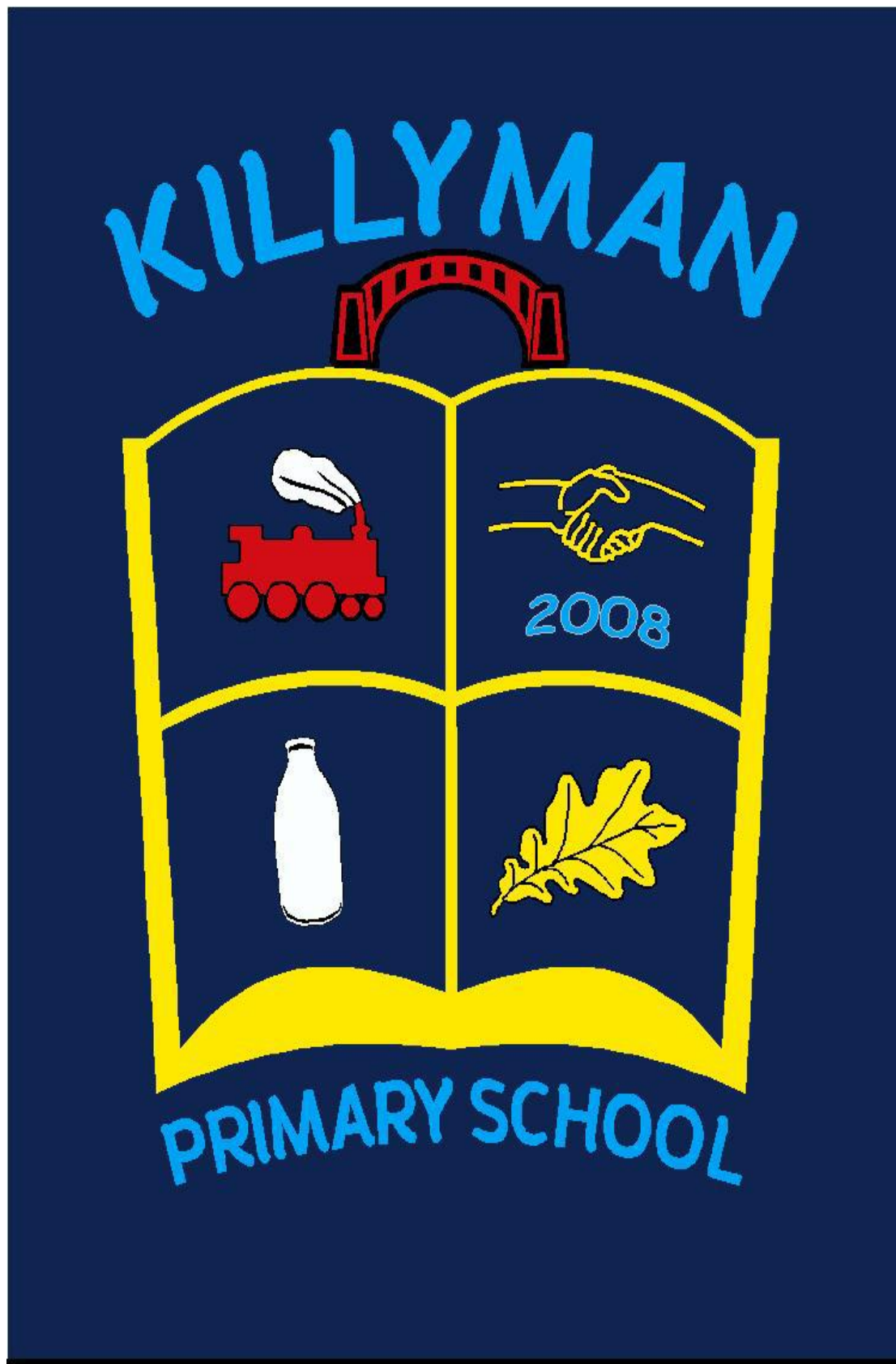
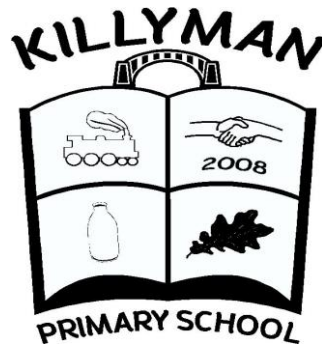


# PROSPECTUS





Dear Parent/Guardian

Thank you for considering Killyman Primary School as an option for your child.

This booklet has been designed to give you both information and a flavour of the work and achievements at our school. We fully appreciate the trust you are placing in us and we will work closely with you so that your child will develop to his/her potential intellectually, socially, physically and emotionally. We strive to provide a caring environment which will produce happy, secure children who are socially well-adjusted and proud of their own achievements.

Should you find you require more information about a particular aspect, please come and see myself or a member of staff. It is only by this free communication between the home and school that we can build an open and harmonious relationship that will both support and encourage your children throughout their stay at Killyman Primary School.

I look forward to meeting you and your child in the near future.

Yours faithfully

*D Mitchell*  
(Principal)

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15 Trewmount Road, Dungannon, County Tyrone, BT71 6RL.

Tel/Fax: 028 8772 3094

Email: [info@killymanps.dungannon.ni.sch.uk](mailto:info@killymanps.dungannon.ni.sch.uk)

[www.killymanps.co.uk](http://www.killymanps.co.uk)

## INTRODUCTION



Killyman Primary School is situated in a rural location approximately two miles from Dungannon. The school amalgamated in September 2008 with Tamnamore Primary School and has 7 permanent teachers and a full-time Principal.

The main school building has five classrooms, a multi-purpose room, staff-room, office, assembly/dining hall and kitchen as well as two generous sized open/computer areas. There are two mobile classrooms. The school grounds consist of an astro-turf play area, a grass football pitch and growing area/garden. Killyman Primary School is under the control of the Education Authority, Southern Region, 3 Charlemont Place, The Mall, Armagh.



### ***Admissions to the School***

Children due to commence Primary 1 in September are those who are of compulsory school age (ie children who reach their fourth birthday on or before 01 July).

*\* It is important that all prospective parents/guardians read the appended open enrolment information and admissions policy carefully.*

### ***Arrangements for Admission***

If you have a child who is due to commence Year One in September please ensure you complete an official Application Form on the Education Authority NI website, <https://www.eani.org.uk/parents/admissions>) by the closing date. You must also forward a copy of your child's Birth Certificate to the Primary School which is your first choice.

Parents of prospective Year One pupils may contact school for information regarding admission to school. Parents who apply for a place for their child in Year One for September will be notified by the Principal in April with information regarding admission. During the summer term children to be admitted to Year One in September will be invited to come to the school with their parents to meet the teacher and to be provided with additional information.



## ***Visiting the School***

It is the aim of Killyman Primary School to involve parents in the education of their children and to inform them as fully as possible about their child's progress. The arrangements for consultations are as follows:-

- a) All parents of prospective P1 children will be invited to meet the Principal and class teacher and view the classroom and school premises in June.
- b) Entrants who have previously attended another school:-
  - A meeting will be arranged with the Principal and prospective teacher/s of the child or children.
  - Parents will be welcome to view the school premises.
  - Parents will be invited to functions in the school prior to their child's enrolment e.g. concerts, fun evenings etc.

After enrolment:-

- a) Parents will be invited to an information meeting with the class teacher in September.
- b) Parents will be invited during the year to discuss with their child's teacher their educational progress.
- c) Parents will be invited to the school for activities, such as Open Days, Carol services, concerts, sports days and special events which occur from time to time.
- d) Parents also have the opportunity, when and if the need arises, to visit the class teacher or Principal if a problem occurs. Parents are encouraged to do this before a minor problem becomes a major one.

Parents are very welcome to come to school to discuss their child's progress. To avoid disruption of classroom work the following procedure should be followed:

- Parents should telephone the school whereupon the Principal and/or class teacher will arrange a meeting at the earliest possible date.

# THE SCHOOL CURRICULUM

## BOARD OF GOVERNORS

### *Curriculum Policy Statements*



It is the policy of the Board of Governors of Killyman Primary School that all the pupils will receive their full entitlement under the Northern Ireland Curriculum.

### *Broad Aims of the School*

Killyman Primary School seeks to offer a curriculum that is balanced and broadly based and which promotes the spiritual, moral, cultural, intellectual and physical development of pupils. This curriculum will seek to prepare the pupils for the opportunities, responsibilities and experiences of adult life. It will also aim to teach the children, through a caring and friendly atmosphere, respect for rules, authority and property and to have consideration for the needs of others and, therefore, to maximise the potential of each pupil and develop self-confidence.

### *General Principles*

The acquisition of knowledge and skills will be regarded as important. This acquisition will, however, be placed in the context of the development of positive attitudes to learning and the development of sound moral values based on Christian religion.

### *Access to the Curriculum*

The curriculum is seen as being a common curriculum for all pupils of Killyman Primary School and no pupil will be debarred from any part of it on the grounds of sex. The school will consider the needs of children with Special Needs. Every effort will be made to provide maximum access to the curriculum to children who are physically handicapped.

### *Complaints Regarding Curriculum*

In accordance with the school's policy of involving parents in the education of their children, in those cases where parents consider that

the curriculum provision is not satisfactory, they are welcome to express their concerns. This should be done in accordance with the following procedure. In the vast majority of cases the problem will be solved at Stages 1 or 2. In the case of serious complaints the concerns should be specifically detailed in writing and given to the Principal of the school or the Secretary of the Board of Governors to enable the matter to be examined and a reply made.

Stage 1 - Contact class teacher;

Stage 2 - Contact Principal;

Stage 3 - Contact Chairman of Board of Governors;

Stage 4 - Request that matter be considered by Education

Authority Complaints Tribunal for Curriculum Matters.

### ***Pastoral Care***

We aim to nurture the partnership and close relationship between home and school in every way possible in order to assist in the pastoral care of your child. If you have any worries about your child please come and see us. Children sometimes get upset by changes in their routine, like a new teacher, different classroom, moving into senior school, or indeed events outside of school like an illness, death of a relative or animal or a change in home circumstances. It is important that we are aware of any emotional problems which may be affecting your child's work and/or behaviour. Do not hesitate to make an appointment to see the class teacher or the Principal if you are worried about your child in any way.

*Pastoral Care Co-ordinator (Foundation, KS1,) - Mrs E Nesbitt*

*Pastoral Care Co-ordinator (KS2) - Mrs D Mitchell*

*Child Protection Co-ordinator - Mrs D Mitchell*

*Deputy Child Protection Co-ordinators - Ms J Jamison, Mr R Nelson*

*First-Aiders - Ms J Jamison; Mrs V Halliday; Mr R Nelson*

*SENCo (Special Educational Needs Co-Ordinator) - Mrs McCullough*

### ***Special Needs***

If your child needs additional help in any way or for any reason you will be advised by the class teacher who works closely with the SENCo (Special Educational Needs Co-ordinator). By monitoring progress, especially in basic literacy and numeracy, we hope to identify any child who requires extra support as soon as possible. Short or longer term support may be required if your child has general or specific learning difficulties or, indeed, is a gifted child who needs an individual programme.

## ***Religious Education***

All teachers work to their own Religious Education scheme of work as laid out by the Department of Education. All classes take part in an act of worship on a Thursday morning. One of the local ministers will usually lead our Assembly. Following the hymn singing the Principal usually uses a little time to inform the children of any changes to the school routine.

If a parent wishes to withdraw their child from Religious Education or collective worship they can do so but they must inform the Principal by letter who will then inform the Board of Governors.

The usual special days, such as Harvest, Christmas and Easter, will be represented in a more formal way.

## ***Music and Drama***



The school has a strong tradition of musical and dramatic productions. Normally Primary 1 to Primary 7 produce a Christmas play or Carol Service each year. All children who wish to, sing in a choir at our local music festival in March each year. Many children also take part in the drama section of the festival.

String and woodwind instrument tuition is provided weekly by peripatetic teachers from the Education Authority Music Service. Piano tuition is also available during school hours.

## ***Charging and Remissions Policy***

Education in Killyman Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The only occasion on which payment may be required is for board and lodging on an overnight trip.

The school will, as it has done in the past, appeal to parents from time to time for voluntary donations but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

The school may take part in '*optional extras*' which are not connected with the school's formal curriculum such as visits to the theatre, trips abroad or festivals. Charges will be made for these but it is again stressed that failure to participate in these will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips.

## **SCHOOL HOURS**



The school hours are as follows:

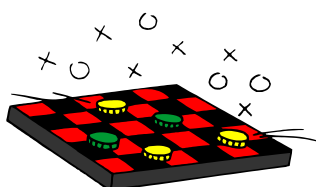
Primary 1	9-00 am to 12-30 pm (2-00 pm from October)
Primary 2	9-00 am to 2-00 pm
Primary 3	9-00 am to 2-00 pm Tuesdays and Thursdays 9-00 am to 3-00 pm Mondays, Wednesdays, Fridays
Primary 4 - 7	9-00 am to 3-00 pm

## **Arrival at School**

The school doors will be open to receive pupils from 8-45 am. All pupils must proceed to the assembly hall where they will be supervised by a member of staff until school begins at 9-00 am. Parents are reminded that teachers do not accept any supervisory responsibilities before 8-45 am.

## **BASH - Before School Hub**

**Before School** - If you wish your child to arrive early to school you can send them to our Morning Club which is a supervised club, from 8-15 am to 8-45 am each morning. It costs £1-50 per morning. Children get a chance to play board games, read, watch TV or use the computer during this time. This is a popular club with working parents.





## The School Day

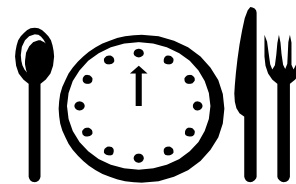
8-15 am - 8-45 am	Morning Club - £1-50 per day
8-45 am - 9-00 am	Children arrive and are supervised in the assembly hall by a member of staff
9-00 am	School begins - children enter class
9-00 am - 10-30 am	Lessons
10-30 am - 10-50 am	Primary 1 - 3 Break
10-50 am - 11-10 am	Primary 4 - 7 Break
12-30 pm - 1-15 pm	Lunch time (P1 - P3 have lunch between 12-25 pm & 12-50 pm; P4 - P7 have lunch between 12-50 pm & 1-15 pm.)
1-15 pm	Afternoon lessons begin

**Healthy Break** - Our twenty-minute break is to allow children to have a small snack, get some exercise in the playground and go to the toilet. All drinks should be brought in plastic containers. Glass bottles and cans are not permitted. At present we implement a "healthy snack" from Monday to Thursday. Children may bring a variety of snacks on these days such as a sandwich, fruit, yoghurt etc. Friday is 'treat day' when children may bring the snack of their choice. (No nuts please). On Mondays we all try to bring fruit.



**Lunch Time (12-25 pm to 1-15 pm)** - Children have three options at lunch time. They may:

- remain in school and take a school dinner;
- remain in school and bring a packed lunch;
- go home for lunch.



All children who go home at lunch time should bring a parental note and parents must accept responsibility for the safety and welfare of these children.

School Dinners are provided each day and parents will receive a menu at the start of each month. The cost of meals is set by the Area Board and is currently £2-60 per day for a main meal and a convenience dessert. Dinner money is collected by the school secretary on Mondays. Some families may be entitled to free school meals. Application forms are available from the school secretary.



## **HOMWORK**

Killyman Primary School sees value in children engaging in homework as a means of revising work done, in discovering information unavailable in school, involving parents in their children's studies and in the development of good work habits. The school's homework policy clarifies the type and amount of homework which you should expect your child to receive, the time required, teachers' expectations regarding presentation and, of course, the way in which parents can help. If you wish to have a copy of the school's homework policy, please telephone the school secretary or call at the school.

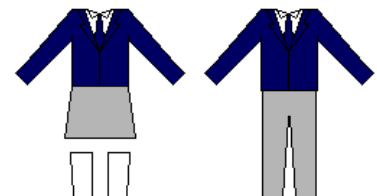
Types of homework may vary according to what the class is doing. Under the New Revised Curriculum more practical tasks may become a feature. To ensure regularity it will be school policy that homework will be set each night from Monday to Thursday though this may be relaxed for special occasions and around holidays.

## **SCHOOL UNIFORM**

It is a school wish that as many children as possible wear the uniform which can be obtained locally at a reasonable price. School uniform has a positive effect, not only on discipline but also on the child's self-esteem and gives the child a sense of identity with the school. We believe that, as with any uniform, it should be:

- comfortable;
- distinctive;
- serviceable;
- as stylish as possible.

<b><i>Girls</i></b>	<b><i>Boys</i></b>
<i>Grey skirt/pinafore</i>	<i>Grey trousers</i>
<i>Navy pullover/cardigan</i>	<i>Navy pullover</i>
<i>Blue blouse</i>	<i>Blue shirt</i>
<i>School Tie</i>	<i>School Tie</i>



The school also has an attractive polo shirt, sweatshirt and jogging trousers, which is useful on days when children have swimming and PE. A school coat is optional. All uniform can be obtained from *Horace McMullan's*, Scotch Street, Dungannon.

## **General Points to Note**

Shoes for both girls and boys should be black and of a comfortable design. Trainers may be worn with PE uniform. All children should have black plimsolls to change into for PE.



Children must change for PE. The PE uniform consists of a T-shirt, dark coloured shorts and black plimsolls. Pupils should bring PE clothes in a named draw-string bag. For safety reasons only one pair of stud earrings may be worn in the earlobe. A watch may be worn but must be removed for PE lessons. No other jewellery is to be worn in school.

## **EXTRA-CURRICULAR ACTIVITIES (3-00 pm - 3-45 pm)**

Extra-curricular activities are an important part of the 'whole' curriculum that we offer for the physical, social and emotional development of our children. These activities begin in October each year and run for 6 to 10 week sessions. After-school activities such as Football, Netball,



Hockey, Gardening, Choir, Cookery, Scripture Union, Art & Craft and French are usually open to Primary 5 to Primary 7 children, depending on numbers. Usually there is a small charge of £1 per week for clubs to help with materials and hired expertise.

Pupils in Primary 3 to Primary 7 have the opportunity to join in swimming sessions for 6 weeks per year.

We encourage all children to take part in these activities in the interests of Health Education and Physical Activity, as set out by the Department of Education.

## **TEACHER/PARENT MEETINGS**



Teacher/parent meetings are held twice a year, usually in October and February. This is an opportunity for teachers to report progress, identify areas of concern, advise parents and seek their support regarding their child's school work. At other times parents may make an appointment to speak to the Principal or the class teacher if they are worried about their child's academic progress, behaviour or attitude to work. Our school policy is to involve parents as much as possible in the education of their child.

In June, reports will be written for children and sent home. A copy is kept in school along with some examples of work which will help to build up

an individual profile of each child's attainment. Standardised tests will also be used to assess attainment in the Year 2 to 7 classes. Results are recorded and used to plan the curriculum to meet each child's needs.

## **ORGANISATION OF CLASSES AND STAFFING**

P1	Miss Spence
P2	Mrs Halliday
P3	Ms Jamison/Mrs Carroll
P4	Mrs Nesbitt/Mrs Traynor
P5	Mrs McCrory/Mrs Carroll
P6	Mrs McCullough
P7	Mr Nelson

The Board of Governors will review the year group patterns on a yearly basis when numbers of children per class are taken into account.

If there are any changes in the above information due to unforeseen circumstances during the school year all parents will be informed in writing of the nature of such a change.

## **HOLIDAY ARRANGEMENTS**

The school will be closed for the months of July and August and all statutory holidays. Information about other holidays, ie Christmas, Easter and mid-term breaks, will be given during the early part of the Autumn term. In the event of an emergency closure every attempt will be made to notify parents to enable them to make alternative arrangements.

## **SCHOOL DISCIPLINE**

Killyman Primary School has its own policy on discipline and a set of simple school rules which will apply to all children. Parents will accept that their children will be subject to this policy.

We believe that good behaviour is essential for quality teaching and learning to take place. We strive to promote positive behaviour by encouraging the children to behave in a responsible way, showing respect for themselves, respect for other pupils and respect for adults. Teachers continually recognise and praise positive behaviour. While we hope that the positive approach will be successful there may be times when sanctions are necessary to deal with unacceptable behaviour. In those cases there is a graded set of sanctions involving the class teacher and, afterwards, the Principal. In the case of a serious breach of the

rules parents will be informed, either by receiving a written report from school or being invited to come to school to discuss the matter.

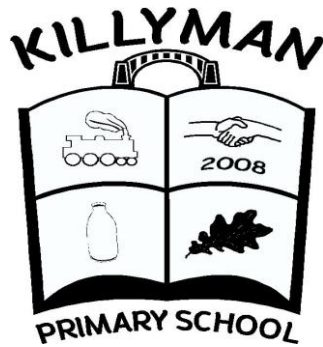
In September 2005 the Principal and Board of Governors introduced a Home/School Agreement which all parents must sign.

## ***FURTHER INFORMATION***

Parents of applicants will receive a pack in June which will include helpful information and in September will receive an information pack which will include further information such as:

- School Holiday List;
- Homework Policy;
- Discipline Policy;
- School Rules;
- Pastoral Care/Child Protection Policy;
- Child Protection Policy Summary.

The Board of Governors of Killyman Primary School realises that the information given in this Prospectus is limited. Should you have any questions, require any further information or wish to arrange to visit school please contact the school secretary to make an appointment with the Principal, Mrs Mitchell.



Killyman Primary School aims to provide a stimulating, secure and caring environment in which each child may strive to achieve his/her potential through a variety of quality experiences, supported by a dedicated staff, Board of Governors and parents.

Therefore, at all times pupils must:

a) conduct themselves in a manner that does not infringe upon the rights of other pupils and members of staff. These include:

- the right to be taught;
- the right to teach;
- the right to learn;
- the right to be heard;
- the right to be free from fear;
- the right to be respected;
- the right to work in a pleasant, clean and secure environment.

b) treat everyone they meet in a mannerly and courteous fashion.